



## Assistant, Afterschool Administrative (Office of Out of School Time Programs)

*Certified 03-22-2016*

Compensation: Hourly rate of \$15 per hour.

Location: Washington, DC

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### Our public school students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at District of Columbia Public Schools (DCPS). We seek individuals who are passionate about transforming the DC school system and making a significant difference in the lives of public school students, parents, principals, teachers, and central office employees.

DCPS serves 48,600 students in the nation's capital through the efforts of approximately 4,000 educators in 112 schools. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central office staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students.

### Position Overview

The Afterschool Administrative Assistant position is located in a District of Columbia Public Schools (DCPS) school that hosts a centrally coordinated afterschool program by the Office of Out-of-School-Time-Programs (OSTP). DCPS is a diverse, urban school district serving students in the nation's capital. Situated at the center of national government, our goal is to provide students with a quality education that prepares them to become future leaders, productive citizens, and individuals who are engaged in the life of the community. As an integral part of this strategy, the Afterschool Administrative Assistant will serve as the daily point of contact for programming at his/her site and assist in ensuring that afterschool runs smoothly on a daily basis. The tour of duty for this position is Monday-Friday, 3:30-6:30pm. This position is a safety-sensitive position. As a result, throughout employment this position will be subject to the Employee Mandatory Drug and Alcohol Testing Policy.

The Assistant, Afterschool Administrative (Office of Out of School Time Programs) will report to the Central Office Point of Contact (POC) assigned to his/her school site.

## Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.*

- Acts as primary point of contact for afterschool programming at the site; maintains daily communication with Central Office POC, providing updates and reporting any issues/concerns.
- Collects student attendance on a daily basis and provides documentation to Central Office POC.
- Manages student transitions during afterschool programming.
- Maintains daily communication with parents at the site.
- Ensures the daily implementation of Academic Power Hour (APH) and enrichment.
- May be responsible for administering snack/supper. This may include taking initial food handler training.
- Supports Central Office POC with student and staff recruitment efforts.
- Attends OSTP trainings.
- Daily enforcement of the pick-up policy and remains at assigned site until all students are picked up.
- Provides instruction that reflects multiple perspectives and multicultural education; incorporates technology into curriculum.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Develops reasonable rules for classroom behaviors and procedures; maintains order in the classroom in a fair and just manner.
- Establishes relationships with colleagues, students, parents, and community that reflect recognition of and respect for every individual.
- Encourages youth voice in the development of program activities.

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## Qualifications

- Associates Degree and two to four years of general work experience.
- Previous exposure to or experience in the education sector and afterschool programs a plus.
- Holds current knowledge of behavior management techniques, educational trends, methods, research and technology, and subject area knowledge.
- Possesses excellent oral and written communication skills.
- Experience supporting the academic and/or enrichment programs for youth.
- Experience working with linguistically and ethnically diverse student populations.
- Demonstrates commitment to improving the achievement of all students.
- Demonstrated involvement with and commitment to the youth community.
- Demonstrated experience with developing a positive rapport with youth.
- Demonstrates commitment to professional growth and eagerness to learn.